



EXHIBIT D

FULL TIME POSITIONS FILLED DURING 2009 – 2010 REPORTING PERIOD

1. Job Title: Account Executive (P010354) Date Submitted: 2009-04-22 Date Filled: 2009-06-08
2. Job Title: **Part Time** Video Editor (P010355) Date Submitted: 2009-08-12 Date Filled: 2009-08-19
3. Job Title: All Platform Journalist (P010356) Date Submitted: 2009-10-14 Date Filled: 2009-10-16



ACCOUNT EXECUTIVE

BCS = P010354



09-34-570-01

PERSONNEL OFFICE USE ONLY

EEO Job Categories
(Nos. a - 1)

STATE OF NV Emp.

Date Job Filled

6-8-09

Hired (name):

Cannon, Pamela H

EEO Graph Updated

Station: KENVDepartment: SalesJob Title: Account Executive

Job Slot No.: _____

Shift: M-F 8am-5pmAvailable: 4/14/2009

Requirements: (Example - Typing speed, carry equipment, Driver's License) _____

See Attached. _____

Present Salary Range: \$ 20% Comr per month or hour (Not Posted)Previous Employee's Salary: \$ 20% Comr per month or hour (Starting)

Carolyn Swartz
(Employee's Name)

\$ 20% Comr per month or hour (Final)EEO Referral Sources to Contact: Free Resources

(IF REFERRAL SOURCES ARE NOT FREE, AN APPROVED PURCHASE ORDER IS REQUIRED TO POST.)

SUBMITTED BY:

(Please print)

TERRY HERTZ
Department Head / Contact

Date

4/14/09

APPROVED BY:

(Please sign)

[Signature]
Station Manager or President

Date

4/20/09



JOB OPPORTUNITIES

Location: KENV-TV, Channel 10, Elko, Nevada

Position: **Account Executive**

Shift: 8:00 AM - 5:00 PM (Monday - Friday)

Typical Duties: Generate new advertising revenue for station and internet products;
Maintain and service existing accounts;
Monitor schedules placed with station to insure proper schedules;
Develop proposals for clients to aid them in maximizing the utility of their TV dollars;
Review and update special programming materials to insure potential advertisers are made aware of upcoming events;
Write copy, prepare and produce creative commercials for direct accounts;
Project sales figures on a monthly basis;
Responsible for collection of individual account billing; and
Perform other tasks related to the position as assigned

Requirements: Sales experience;
Media knowledge helpful; Team Player;
Ability to carry computer and television equipment;
Valid driver's license, insurance, and have a dependable vehicle;
Maintain a contact telephone; and Clean DMV Report printout and
Pass pre-employment drug testing required.

Job Available: Immediately

Contact: Human Resources
Ruby Mountain Broadcasting
1025 Chilton Circle
Elko, Nevada 89801
(702) 777-8500

**RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.**

Date Posted: 4/22/09



***KENV TV 10, ELKO NV
Job Opportunities***

	Date Posted	Dept	Job Reference Number
Account Executive	04/22/09	570	09-34-570-01

4/22/2009

KENV Postings.xls

WALKER, CARRIE

From: WALKER, CARRIE
Sent: Wednesday, April 22, 2009 11:32 AM
To: _JOB POSTINGS; HRITZ, TERRY; asimpson@kenvtv.com; Great Basin College (keitha@gbcnv.edu); (businessservices@nvdetr.org); Mark Shilstone (Medialine) (medialine@medialine.com); NAB Earlene Lefler (Earlenelefler@yahoo.com); Sylvia Wells (ccnmainfo@ccnma.org); State of NV Employment (TGOXLEY@nvdetr.org); COLEMAN, RYAN; STROW, KIMBERLY
Subject: KENV Account Executive posting
Attachments: KENV Account Executive 04 22 09.doc; KENV Postings.xls

Please post the attached KENV Account Executive position in your posting area.

Thank you,

Carrie Walker

KRNV Business Manager
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207



April 22, 2009

Via FAX 213-437-4423

California Chicano News Media Association
School of Journalism
Attn: Sylvia Wells
3800 S Figueroa Street
Los Angeles, CA 90037-1206
213-437-4408

RE: Job Opportunities for **KENV Account Executive**

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker
Business Manager

KRNV
17757851208
Apr-22-2009 16:33

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
1056	4/22/2009	16:31:34	Send	12134374423	1:29	3	OK



April 22, 2009

Via FAX 213-437-4423
California Chicano News Media Association
School of Journalism
Attn: Sylvia Wells
3800 S Figueroa Street
Los Angeles, CA 90037-1206
213-437-4408

RE Job Opportunities for KENV Account Executive

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television KENV the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, mental or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Came Walker
Business Manager



April 22, 2009

FAX 775-753-2311

Great Basin College
Attn: Tammy
901 Elm Street
Elko, NV 89801
775-738-8493

RE: Job Opportunities for **KENV Account Executive**

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker
Business Manager

KRNV
17757851208
Apr-22-2009 16:22

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
1054	4/22/2009	16:21:36	Send	17757532311	1:07	3	OK



April 22, 2009

FAX 775-753-2311

Great Basin College
Attn: Tammy
901 Elm Street
Elko, NV 89801
775-738-8483

RE Job Opportunities for KENV Account Executive

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Came Walker
Business Manager



April 22, 2009

via Fax 775-753-7212

State of Nevada Dept of Employment
Job Order Placement
172 6th Street
Elko, NV 89801

RE: Job Opportunities for **KENV Account Executive**

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker
Business Manager

KRNV
17757851208
Apr-22-2009 16:29

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
1055	4/22/2009	16:29:02	Send	17757537212	0:50	3	OK



April 22, 2009

via Fax 775-753-7212

State of Nevada Dept of Employment
Job Order Placement
172 8th Street
Elko, NV 89801

RE Job Opportunities for KENV Account Executive

Attn Job Order Placement Representative

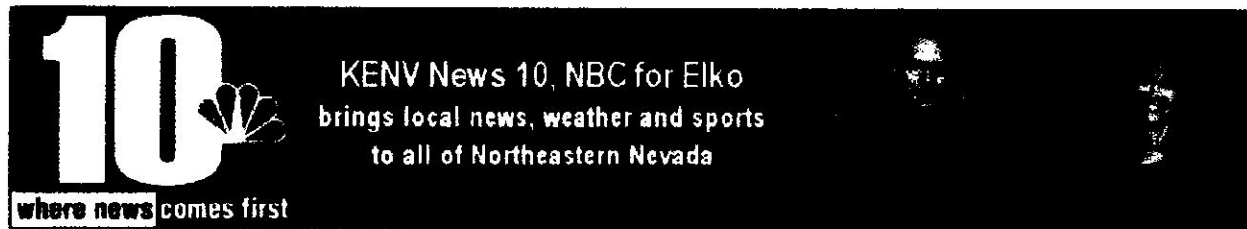
Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carne Walker
Business Manager



- HOME
- VIDEO NEWSCASTS
- LOCAL POLICE
- AREA EVENTS
- WEATHER
- PREP SPORTS
- ELKO NEWSMAKERS
- COMMUNITY EVENTS
- COMMUNITY LINKS
- PROGRAMMING
- EMPLOYMENT
- ADVERTISE WITH US
- WATCH NEWS 10
- CONTACT ABOUT US

NBC Links:



KENV News 10, NBC for Elko
brings local news, weather and sports
to all of Northeastern Nevada

KENV News 10, NBC for Elko.
Your home for NBC and local news.
The **ONLY** local TV station serving Northeastern Nevada.

RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.

EMPLOYMENT OPPORTUNITIES

Account Executive
Shift: 8:00 AM - 5:00 PM (Monday - Friday)

Typical Duties: Generate new advertising revenue
Maintain and service existing accounts.
Monitor schedules placed with station to insure proper schedules.
Develop proposals for clients to aid them in maximizing the utility of their TV dollars
Review and update special programming materials to insure potential advertisers are made aware of upcoming events.
Write copy, prepare and produce creative commercials for direct accounts.
Project sales figures on a monthly basis.
Responsible for collection of individual account billing; and
Perform other tasks related to the position as assigned
Requirements: Sales experience.
Media knowledge helpful.
Ability to carry computer and television equipment when necessary;
Valid driver's license, insurance, and have a dependable vehicle;
Maintain a contact telephone; and Clean DMV Report printout and Pass pre-employment drug testing required.

Job Available: Immediately

Contact: Terry Hritz, Operations Manager
Ruby Mountain Broadcasting
1025 Chilton Circle
Elko, Nevada 89801
(775) 777-8500

***You can download a application by clicking on the PDF file at the bottom of this page

RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.

**Click here for
Sunbelt Employment Application [PDF File]**

1. I am applying for the position of _____
2. I am currently employed by _____
3. I am currently unemployed _____
4. I am currently employed by _____

Please Confirm Job Vacancy Information

Job ID:	010354
Date Submitted:	03/11/2010
Original Post Date:	2009-04-22
Actual Job Title:	Account Executive
Department:	Sales
FCC Job Category:	Sales Workers
Compensation:	Commission per year
Employment Type:	30 or more hours per week
Hours/Shifts:	Mon-Fri 8:00am-5:00pm
Education:	
Experience:	
Job Description:	Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made aware of upcoming events; Write copy, prepare and produce creative commercials for direct accounts; Project sales figures on a monthly basis; Responsible for collection of individual account billing; and Perform other tasks related to the position as assigned.
Requirements:	Sales experience; Media knowledge helpful; Team Player; Ability to carry computer and television equipment; Valid driver's license, insurance, and have a dependable vehicle; Maintain a contact telephone; and Clean DMV Report printout and Pass pre-employment drug testing required.
Benefits:	
Date Job Available:	4/22/09
Contact's First Name:	Terry
Contact's Last Name:	Hritz
Fax:	775-777-7758
E-mail Address:	1025 Chilton Circle Elko, NV 89801

Other Outreach:	Sunbelt Communications Group Stations KVBC, KRNV, KENV, KYMA, KCWY, KTVH, KPVI, KXTF=Job Boards _JOBPOSTINGS@kvbc.com 1500 Foremaster Lane Las Vegas, NV 89101 702-642-3333 California Chicano News Media Association School of Journalism Attn: Sylvia Wells 3800 S. Figueroa Street Los Angeles, CA 90037-1206 213-437-4408 Fax: 213-437-4423 Great Basin College Pat Collins Berg Hall 1500 College Parkway Elko, NV 89801 775-738-8493 Fax: 775-738-8771 KRNV TV Promo Ryan Coleman 1790 Vassar Street Reno, NV 89502 Medialine Mark Shilstone medialine@medialine.com P O Box 51909 Pacific Grove, CA 93950 800-237-8073 Nevada Broadcasters Association Earlene Lefler 1050 East Flamingo #S-102 Las Vegas, NV 89119 702-794-4994 Fax: 702-794-4997 State of Nevada Employment and Training Job Order Placement 172 6th Street Elko, NV 89801 Fax: 775-753-7212 State of Nevada Employment and Training Attn: Virginia 4001 South Virginia Street Suite H Reno, NV 89502 775-284-7566 Fax: 775-688-1279
For which station(s) are you advertising this job? KENV	

I have verified the information and I'm now ready to store the job posting.

[submit new job](#)

[edit](#)

Station(s) KENV-TV

Job Resources for (Job ID): P010354

Agency Name	Contact Name	Address1	City	State	Zip	Phone	Fax	HC	RN	R1
GREAT BASIN COLLEGE	Unknown	1500 College Parkway - Elko, Nevada 89801				775-738-8493			N	0
JOBING.COM	Jobing.com	Unknown				Unknown			N	0
KENV WEBSITE	Terry Hritz	1025 Chilton Circle Elko, NV 89801				775-777-8500			N	0
SELF	Self	Unknown				775-3978688			N	0
STATE OF NV UNEMPLOYMENT OFFICE	Virginia	4001 South Virginia Street #11 Reno, NV 89502				775-284-7566 Fax			N	0
WORD OF MOUTH	Unknown	Unknown				Unknown			N	0
Total Resources: 6										

1/1/2006

**SUNBELT COMMUNICATIONS COMPANY
HIRE AUTHORIZATION**

KENV 4/21/09

STATION: KENVDEPARTMENT: SalesPOSITION: Account ExecutiveSTATUS: F/T P/T
(Circle One)**RECRUITMENT EFFORTS (CONTACTS):**

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) _____
- (8) _____
- (9) _____
- (10) _____

INTERVIEWEES:

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>Connie Campbell</u>	<u>034-09-1004</u>	<u>5/29/09</u>	<u>employment office</u>
<u>Susan Melcher</u>	<u>034-09-1001</u>	<u>5/29/09</u>	<u>employment office</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2 TOTAL INTERVIEWS

HIRE AUTHORIZATION

Position: Account Executive Station KENV
Candidate Hired: Connie Campbell

RESULT/SYNOPSIS (why you chose this candidate; must be completed):

I chose Connie for her past sales ability, her
relationships in the community, along
with her community involvement.

Referral Source (how they heard about job)

Selected: Nevada Job Connect
(Referral source)

Name

Connie Campbell
(Candidate hired)

Start Date: TBD

Replacing: Candyn Swafford

APPROVED BY:

[Signature]
President

DATE: 6/3/09



PT VIDEO EDITOR

BCS = P010355



**POSITION
AVAILABILITY**
(Revised 3/22/00)

09-34-560-01

PERSONNEL OFFICE USE ONLY

EEO Job Categories
(Nos a - 1)

Date Job Filled

EEO Graph Updated

Petkey, Jordan

Station: KENV

Department: News

Job Title: Part Time Video editor

Job Slot No.: _____

Shift: TBD

Available: Immediately

Requirements: (Example - Typing speed, carry equipment, Driver's License) _____

See Attached

Present Salary Range: \$ 10 per month or hour (Not Posted)

Previous Employee's Salary: \$ 10 per month or hour (Starting)

New Position (Employee's Name) \$ 10 per month or hour (Final)

EEO Referral Sources to Contact: TVJOBS, Nevada Career Center, Inter-Company,

Nevada Broadcasters Association, State of Nevada Employment, Medialine, UNR,

A2N2 (sales only), and KENVTV.com

(IF REFERRAL SOURCES ARE NOT FREE, AN APPROVED PURCHASE ORDER IS REQUIRED TO POST)

SUBMITTED BY:
(Please print)

Terry Hritz
Department Head / Contact

8/11/2009
Date

APPROVED BY:
(Please sign)

[Signature]
General Manager or President

8/11/09
Date



JOB OPPORTUNITIES

Location: KENV-TV, News 10, Elko, Nevada

Position: **P/T Video Editor**

Shift: To Be Determined

Typical Duties: Operate studio cameras for all local newscasts and updates;
Perform lighting duties as required for studio production;
Responsible for "On-Air" switching of video and audio;
Operate character generator and audio board for news and commercial production;
Shoot and edit news stories with Mini DV & SVHS equipment;
Edit videotape for voice-overs, sound bites and packages;
Responsible for maintenance of camera equipment and News vehicle;
Knowledge of computers and web applications; and
Perform other tasks related to the position as assigned.

Requirements: Experience in video editing & camera operation;
Familiar with Pinnacle & Adobe editing programs;
Ability to work well under pressure and as a team member;
Typing and good spelling skills necessary;
Ability to read and write;
Must be able to lift and position up to 40 pounds lighting instruments;
Previous television experience preferred, but not necessary;
and Pass pre-employment drug test.

Job Available: Immediately

Contact: Terry Hritz, Operations Manager
Ruby Mountain Broadcasting Company
1025 Chilton Circle
Elko, Nevada 89801

RUBY MOUNTAIN BROADCASTING COMPANY AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.**

Date Posted: 8/12/09

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***KENV TV 10, ELKO NV
Job Opportunities***

	Date Posted	Dept	Job Reference Number
Video Editor (Part Time)	08/12/09	560	09-34-560-01

8/12/2009

KENV Postings.xls

View Previous Job Listings and Responses

Job ID:	P010355
Date Submitted:	posted 08/12/2009 entered 03/11/2010
Job Title:	Part Time Video Editor
Compensation:	Confidential per year
Employment Type:	parttime
Hours/Shifts:	TBA
Education:	
Experience:	
Job Description:	Operate studio cameras for all local newscasts and updates; Perform lighting duties as required for studio production; Responsible for "On-Air" switching of video and audio; Operate character generator and audio board for news and commercial production; Shoot and edit news stories with Mini DV & SVHS equipment; Edit videotape for voice-overs, sound bites and packages; Responsible for maintenance of camera equipment and News vehicle; Knowledge of computers and web applications; and Perform other tasks related to the position as assigned.
Requirements:	Experience in video editing & camera operation; Familiar with Pinnacle & Adobe editing programs; Ability to work well under pressure and as a team member; Typing and good spelling skills necessary; Ability to read and write; Must be able to lift and position up to 40 pounds lighting instruments; Previous television experience preferred, but not necessary; and Pass pre-employment drug test.
Benefits:	
Date Job Available:	8/12/09
Job Category:	News
Contact's First Name:	Terry
Contact's Last Name:	Hritz
Fax:	775-777-7758
E-mail Address:	1025 Chilton Circle Elko, NV 89801
Level of Outreach:	
Other Outreach:	Sunbelt Communications Group Stations KVBC, KRNH, KENV, KYMA, KCWY, KTVH, KPVI, KXTF=Job Boards

	_JOBPOSTINGS@kvbc.com 1500 Foremaster Lane Las Vegas, NV 89101 702-642-3333 California Chicano News Media Association School of Journalism Attn: Sylvia Wells 3800 S. Figueroa Street Los Angeles, CA 90037-1206 213-437-4408 Fax: 213-437-4423 Great Basin College Pat Collins Berg Hall 1500 College Parkway Elko, NV 89801 775-738-8493 Fax: 775-738-8771 KRN TV Promo Ryan Coleman 1790 Vassar Street Reno, NV 89502 Medialine Mark Shilstone medialine@medialine.com P O Box 51909 Pacific Grove, CA 93950 800-237-8073 Nevada Broadcasters Association Earlene Lefler 1050 East Flamingo #S-102 Las Vegas, NV 89119 702-794-4994 Fax: 702-794-4997 State of Nevada Employment and Training Job Order Placement 172 6th Street Elko, NV 89801 Fax: 775-753-7212 State of Nevada Employment and Training Attn: Virginia 4001 South Virginia Street Suite H Reno, NV 89502 775-284-7566 Fax: 775-688-1279
Job Post Expiration:	
For which station(s) are you advertising this job? KENV-TV	
Hide station(s) on job listing? No	
Attach EEO Data Form with Posting? Yes	

[View Responses](#)[Print](#)

Job Resources for (job ID): P010355

Agency Name	Contact Name	Address	City	State	Zip	Phone	Fax	HC	RN	RI
EMPLOYEE REFERRAL	Unknown	Unknown				Unknown			N	0
INTERNET UNKNOWN	Unknown	Unknown				Unknown			N	0
KENV WEBSITE	Terry Hinz	1025 Chilton Circle Elko, NV 89801				775-777-8500			N	0
UNKNOWN	Unknown	Unknown				Unknown			N	0
Total Resources: 4										

1/1/2008

SUNBELT COMMUNICATIONS COMPANY

HIRE AUTHORIZATION

STATION: KENVDEPARTMENT: NewsPOSITION: Video EditorSTATUS: F/T P/T
(Circle One)**RECRUITMENT EFFORTS (CONTACTS):**

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) _____
- (8) _____
- (9) _____
- (10) _____

INTERVIEWEES:

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
JORDAN PETKER	034-09-1011	8/13/09	Walk In
MATT GAZEWOOD	034-09-1009	8/12/09	Walk In
ROGER HERBERT	034-09-1010	8/12/09	Employee Referred
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3 TOTAL INTERVIEWS

CATALOG NUMBER	APP Date				Applicant's Name		Resume or App Resource	Applying for Specific Position	Dept. App Forwarded To	Phone
034-09-1010	8/11/09	Herbert, Roger	A	Employee Referral	Video Tape Editor	Hritz			(775) 340-8138	
034-09-1016	11/3/09	Wallington, Eric	R	Internet	Video Tape Editor	Hritz			(810) 834-1683	
034-09-1011	8/13/09	Peker, Jordan	A	Unknown	Video Tape Editor	Hritz			(775) 388-8498	
034-09-1014	10/15/09	Knight, Greg	A	Website	Video Tape Editor	Hritz			(931) 314-2235	

1

1

1

1

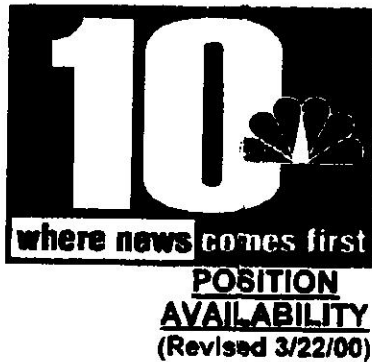
4



ALL PLATFORM JOURNALIST

BCS = P010356

09-34-560-02



PERSONNEL OFFICE USE ONLY

EEO Job Categories
(Nos. a - 1)Emp. Ref: Phon K. R. R.
Emp. ref

Date Job Filled

10/13/09

EEO Graph Updated

Name of KresKnight, GregStation: KENVDepartment: NewsJob Title: All Platform Journalist

Job Slot No.: _____

Shift: TBDAvailable: ImmediatelyRequirements: (Example - Typing speed, carry equipment, Driver's License) See AttachedPresent Salary Range: \$ \$10-\$11 per month or hour (Not Posted)

Previous Employee's Salary: \$ _____ 0 per month or hour (Starting)

New Position
(Employee's Name): \$ \$11 per month or hour (Final)EEO Referral Sources to Contact: TVJOBS, Nevada Career Center, Inter-Company,Nevada Broadcasters Association, State of Nevada Employment, Medialine, UNR,A2N2 (sales only), and KENVTV.com

(IF REFERRAL SOURCES ARE NOT FREE, AN APPROVED PURCHASE ORDER IS REQUIRED TO POST)

SUBMITTED BY:

(Please print)

[Signature]
Department Head / Contact

Date

10/13/09

APPROVED BY:

(Please sign)

[Signature]
General Manager / President

Date

10/13/09



JOB OPPORTUNITY

Location: KENV-TV, News 10, Elko, Nevada

Position: **All Platform Journalist**

Northeast Nevada's only local television station seeks a creative, energetic individual to join its team. We have earned a reputation as the market's technological and news coverage leader by presenting well-balanced, informative newscasts. If you seek an opportunity with a progressive news station dedicated to providing useful, timely information, while refining your own skills with the cutting edge of technology, then apply immediately.

Shift: To Be Determined

- **Typical Duties:**

- Operate studio cameras for all local newscasts and updates;
- Perform lighting duties as required for studio production;
- Responsible for "On-Air" switching of video and audio;
- Operate character generator and audio board for news and commercial production;
- Perform other tasks related to the position as assigned;
- Shoot and edit newscasts with Mini DV & Digital equipment, responsible for final news product
- Responsible for maintenance of camera equipment and news vehicle; Knowledge of computers and web applications;
- Make contacts and gather information about news issues and events in Northern Nevada and the West from which reports are written and edited;
- Write interesting news stories from wire copy, field reports, telephone interviews and field reporting;
- Establish a good working relationship with newscast producers to ensure a well paced, clean newscast;
- Be able to shoot, write and edit your own stories; and
- Perform other tasks related to the position as assigned, which will include website contribution and or newscast producing.

- **Requirements:**

- Passion and dedication to news!
- Great story teller who writes to video;
- Must enjoy working as one "man" band;
- Good video photographer with eye for news, features and sports;
- Minimum two (2) years experience as a television news reporter, shooter or editor;
- Familiarity with ENG and SNG;
- Ability to meet daily deadlines and work cooperatively with other staff members;
- Experience editing news copy and videotape;
- Good phone etiquette;
- Newsroom computer experience preferred;
- Must possess a valid driver's license with no DUI convictions;
- Ability to carry fifty pounds of television equipment;
- Please send resume and non-returnable DVD; and
- Pass pre-employment drug test.

Contact: Terry Hritz, Ruby Mountain Broadcasting Company
1025 Chilton Circle; Elko, Nevada 89801
Fax: 775-777-7758; Email: thritz@kenvtv.com

**RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This employer does not discriminate on the basis of sex, sexual preference, age, race, color, religion, disability, national origin, marital or veteran's status.

Date posted: 10/14/09



***KENV TV 10, ELKO NV
Job Opportunities***

	Date Posted	Dept	Job Reference Number
All Platform Journalist	10/14/09	560	09-34-560-02

10/14/2009

KENV Postings.xls

WALKER, CARRIE

From: WALKER, CARRIE
Sent: Wednesday, October 14, 2009 9:22 AM
To: _JOB POSTINGS; Great Basin College (keitha@gbcnv.edu); (businessservices@nvdetr.org); Mark Shilstone (Medialine) (medialine@medialine.com); NAB Earlene Lefler (Earlenelefler@yahoo.com); Sylvia Wells (ccnmainfo@ccnma.org); HRITZ, TERRY; State of NV Employment (TGOXLEY@nvdetr.org)
Subject: Post the KENV All Platform Journalist position
Attachments: KENV All Platform Journalist 10 13 2009.doc; KENV Postings.xls

Please post the KENV All Platform Journalist position in your posting area.

Also attached is a summary of all openings at KENV.

Carrie Walker

KRNV Business Manager
cwalker@krnv.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com

10/14/2009

Date: 10/14/09

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@krnv.com*

Nevada Unemployment Insurance Contributions # FEIN #

Business Legal Name: *Ruby Broadcasting Company* URL Address:

Nature of Business: *Television* Total number of employees: *5*

Company Benefits:

☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays
☐ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given

Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes

Is the business under an Affirmative Action court order? ☒ No ☐ Yes

Physical location of job site, if different than above:

JOB OPENING INFORMATION

Job Title: *All Platform Journalist* Number Of Openings: *One* Starting Wage \$ *Confidential*

Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *40*

Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *TBA to TBA*

Education Level Requirements: ☐ None ☐ GED/H.S. ☒ Some College ☒ Degree *Journalism*

NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? DMV Printout Required? ☐ No ☒ Yes

Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes

Own tools required? ☒ No ☐ Yes If yes, what?

Typing Speed: *30-50/wpm* Licenses/Certifications required:

Lifting Required? *50lbs.* ☐ Consistently ☐ Occasionally

Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing */wpm* ☐ Other

Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)
If more space is required, please use separate sheet or include job position description: *See attached or following*

Job Skills/Requirements: *See attached or following*

Referral Instructions - Contact Name: *Human Resources*

Apply Via: ☒ Apply online to

☒ Email resume to *cwalker@krnv.com*

☒ Fax resume to fax number *775-785-1208*

☐ Call for appointment between and

☐ Send direct between and

☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*

Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes

Is this a confidential replacement position? ☒ No ☐ Yes

www.LaserJet

KRNV
7757851208
Oct-14-2009 1:50PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
917	10/14/2009	1:49:51PM	Send	6881279	0:56	3	OK



Date: 10/14/09

BUSINESS INFORMATION

Business Name: **Ruby Mountain Broadcasting Company dba: KRNV News 10** Address: **1625 Chilton Circle**
City: **Alto** State: **NV** Zip Code: **89801** Contact Person: **Carole Walker, KRNV Business Manager**
Phone #: **775-523-4444 Ex 1207** Fax #: **775-785-1208** E-mail address: **crwalker@krnv.com**
Nevada Unemployment Insurance Contributions: **FEIN 0**
Business Legal Name: **Ruby Broadcasting Company** URL Address:
Nature of Business: **Television** Total number of employees: **5**
Company Benefits:
☒ Health Insurance ☐ Dental Insurance ☐ Vacation ☐ Sick Leave ☐ Holidays
☐ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given
Machinery: Does the business have federal contracts over \$100,000? ☐ No ☐ Yes
Is the business under an Affirmative Action contract? ☐ No ☐ Yes
Physical location of job site, if different than above:

JOB OPENING INFORMATION

Job Title: **All Platform Journalist** Number Of Openings: **One** Starting Wage & Compensation:
Duration: ☒ P/T Reg ☐ P/T Reg ☐ P/T Temp. ☐ P/T Temp. Hours Per Week: **40**
Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
Minimum Age: **18** Minimum Experience: **DOE** Shift Hours from: **TBA to TBA**
Education Level Requirements: ☐ None ☐ GED/H.S. ☐ Some College ☐ Degree ☐ Journalism
NV IL: ☐ No ☒ Yes If yes, what class? **C** Any endorsements? **DNEV** Priorities Required? ☐ No ☒ Yes
Own Transportation Required? ☐ No ☒ Yes Is the job site on or near a bus line? ☐ No ☒ Yes
Own tools required? ☐ No ☐ Yes If yes, what?
Typing Speed: **30-35wpm** Licenses/Certifications required:
Lifting Required? **None** ☐ Occasionally ☐ Occasionally
Tests: ☒ Oral ☐ Physical ☐ Background ☐ Credit ☐ Proficiency in Typing ☐ None ☐ Other
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)
If more space is required, please use separate sheet or include job-posting description: See attached or following
Job Skills/Requirements: See attached or following
Referral Instructions - Contact Name: **Monica Anderson**
Apply Via: ☒ Apply online to ☒ Email resume to **crwalker@krnv.com**
☒ Fax resume to fax number **775-785-1208** ☐ Call for appointment between and
☐ Send direct between and ☒ Mail resume to **1625 Chilton Circle Alto, NV 89801**
Involvement of a resume, will you accept a completed General Application? ☒ No ☐ Yes
Is this a confidential replacement position? ☐ No ☐ Yes

04/09/09 JP

WALKER, CARRIE

From: Earlene Lefler [earlenelefler@yahoo.com]
Sent: Wednesday, October 14, 2009 9:38 AM
To: WALKER, CARRIE
Subject: Re: Post the KENV All Platform Journalist position

Job posted.....Earlene

Earlene Lefler
Nevada Broadcasters Assoc.
1050 E. Flamingo Rd.
Suite S102
Las Vegas, NV 89119
(702) 794-4994
Fax: (702) 794-4997

From: "WALKER, CARRIE" <CWALKER@KRNv.com>
To: _JOB POSTINGS <_JobPostings@kvbc.com>; keitha@gbcnv.edu; businessservices@nvdetr.org; medialine@medialine.com; Earlenelefler@yahoo.com; ccnmainfo@ccnma.org; "HRITZ, TERRY" <thritz@kenvtv.com>; TGOXLEY@nvdetr.org
Sent: Wed, October 14, 2009 9:22:26 AM
Subject: Post the KENV All Platform Journalist position

Please post the KENV All Platform Journalist position in your posting area.

Also attached is a summary of all openings at KENV.

Carrie Walker

KRNv Business Manager
cwalker@krnv.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com

10/14/2009

WALKER, CARRIE

From: mark [mark@medialine.com]
Sent: Wednesday, October 14, 2009 9:50 AM
To: WALKER, CARRIE
Subject: FW: EEO Confirmation letter

Please allow this to serve as confirmation of receipt of the following job listing(s) from : KENV on 10/14/09

ALL PLATFORM JOURNALIST

The listing(s) will run for a 30 day period on our national television job listing service (unless you indicated otherwise) and then automatically remove themselves from the system.

If you need further documentation for your EEO files, please feel free to contact us at:

Phone:800-237-8073

Email:medialine@medialine.com

Fax:831-6485204

Mailing address:Box 51909, Pacific Grove, CA 93950

Contact:Mark Shilstone, Manager

Thank you for using MediaLine,
Mark Shilstone
Manager
MediaLine

10/14/2009



October 14, 2009

via Fax 775-753-7212

State of Nevada Dept of Employment
Job Order Placement
172 6th Street
Elko, NV 89801

RE: Job Opportunities for KENV All Platform Journalist

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker
Business Manager

HP Color LaserJet

KRNV
7757851208
Oct-14-2009 5:01PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
924	10/14/2009	5:00:02PM	Send	17757537212	0:54	3	OK



October 14, 2009

via Fax 775-783-7212

State of Nevada Dept of Employment
Job Order Placement
172 6th Street
Elko, NV 89801

RE: Job Opportunities for KENY All Platform Journalist

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENY, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker
Business Manager



October 14, 2009

FAX 775-753-2311

**Great Basin College
Attn: Tammy
901 Elm Street
Elko, NV 89801
775-738-8493**

RE: Job Opportunities for KENV All Platform Journalist

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

**Carrie Walker
Business Manager**

HP Color LaserJet

KRNV
7757851208
Oct-14-2009 5:04PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
925	10/14/2009	5:03:03PM	Send	17757532311	1:18	3	OK



October 14, 2009

FAX 775-763-2311

Great Basin College
Attn: Tawney
981 Elm Street
Elko, NV 89801
775-738-8463

RE: Job Opportunities for KENV All Platform Journalist

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Came Walker
Business Manager

Please Confirm Job Vacancy Information

Job ID:	010356
Date Submitted:	03/11/2010
Original Post Date:	2009-10-14
Actual Job Title:	All Platform Journalist
Department:	News
FCC Job Category:	Professionals
Compensation:	Confidential per year
Employment Type:	30 or more hours per week
Hours/Shifts:	TBA
Education:	
Experience:	
Job Description:	<p>Operate studio cameras for all local newscasts and updates; Perform lighting duties as required for studio production; Responsible for "On-Air" switching of video and audio; Operate character generator and audio board for news and commercial production; Perform other tasks related to the position as assigned; Shoot and edit newscasts with Mini DV & Digital equipment, responsible for final news product Responsible for maintenance of camera equipment and news vehicle; Knowledge of computers and web applications; Make contacts and gather information about news issues and events in Northern Nevada and the West from which reports are written and edited; Write interesting news stories from wire copy, field reports, telephone interviews and field reporting; Establish a good working relationship with newscast producers to ensure a well paced, clean newscast; Be able to shoot, write and edit your own stories; and Perform other tasks related to the position as assigned, which will include website contribution and or newscast producing.</p>
Requirements:	<p>Passion and dedication to news! Great story teller who writes to video; Must enjoy working as one "man" band; Good video photographer with eye for news, features and sports; Minimum two (2) years experience as a television news reporter, shooter or editor; Familiarity with ENG and SNG; Ability to meet daily deadlines and work cooperatively with other staff members; Experience editing news copy and videotape; Good phone etiquette; Newsroom computer experience preferred; Must possess a valid driver's license with no DUI convictions; Ability to carry fifty pounds of television equipment; Please send resume and non-</p>

	returnable DVD; and Pass pre-employment drug test.
Benefits:	
Date Job Available:	10/14/09
Contact's First Name:	Terry
Contact's Last Name:	Hritz
Fax:	775-777-7758
E-mail Address:	1025 Chilton Circle Elko, NV 89801
Other Outreach:	<p>Sunbelt Communications Group Stations KVBC, KRNK, KENV, KYMA, KCWY, KTVH, KPVI, KXTF=Job Boards _JOBPOSTINGS@kvbc.com 1500 Foremaster Lane Las Vegas, NV 89101 702-642-3333 California Chicano News Media Association School of Journalism Attn: Sylvia Wells 3800 S. Figueroa Street Los Angeles, CA 90037-1206 213-437-4408 Fax: 213-437-4423 Great Basin College Pat Collins Berg Hall 1500 College Parkway Elko, NV 89801 775-738-8493 Fax: 775-738-8771 KRNK TV Promo Ryan Coleman 1790 Vassar Street Reno, NV 89502 Medialine Mark Shilstone medialine@medialine.com P O Box 51909 Pacific Grove, CA 93950 800-237-8073 Nevada Broadcasters Association Earlene Lefler 1050 East Flamingo #S-102 Las Vegas, NV 89119 702-794-4994 Fax: 702-794-4997 State of Nevada Employment and Training Job Order Placement 172 6th Street Elko, NV 89801 Fax: 775-753-7212 State of Nevada Employment and Training Attn: Virginia 4001 South Virginia Street Suite H Reno, NV 89502 775-284-7566 Fax: 775-688-1279</p>
For which station(s) are you advertising this job? KENV	

☒ **I have verified the information and I'm now ready to store the job posting.**

Station(s): KENV-TV

Job Resources for (Job ID): P010356

Agency Name	Contact Name	Address	City	State	Zip	Phone	Fax	HC	RN	RI
AGENCY	Burt Shapiro Management	Unknown				Unknown			N	0
KENV WEBSITE	Terry Hinz	1025 Chilton Circle EKO, NV 89801				775-777-8500			N	0
MEDIALINE.COM	Mark Shilstone	P O Box 51909 Pacific Grove, CA 93950				800-237-8073			N	0
REFERRAL	Previous KENV Employee	1790 Vassar Street Reno, NV 89502				775-322-4414			N	0
Total Resources: 4										

1/1/2008

SUNBELT COMMUNICATIONS COMPANY

HIRE AUTHORIZATION

STATION: KENVDEPARTMENT: NewsPOSITION: Host - Video EditorSTATUS: F/T P/T
(Circle One)**RECRUITMENT EFFORTS (CONTACTS):**

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) _____
- (8) _____
- (9) _____
- (10) _____

INTERVIEWEES:

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>Greg Knight</u>		<u>9/23/09</u>	<u>KENV web site</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

____ TOTAL INTERVIEWS

HIRE AUTHORIZATIONPosition: PT Video Editor Station KENVCandidate Hired: Greg Knight**RESULT/SYNOPSIS (why you chose this candidate; must be completed):**

Greg was hired for his previous experience
and information from references and
Sunbelt employees. He would be a
good fit for our station

Referral Source (how they heard about job)**Name**Selected: Internet-KENV Web Greg Knight
(Referral source) SITE (Candidate hired)Start Date: 9/24/15Replacing: Jordan Petker**APPROVED BY:**

President

DATE:

9/24/15

CATALOG NUMBER	APP Date		Applicant's Name	Resume or App Resource		Applying for Specific Position		Dept. App Forwarded To		Phone
034-09-1013	10/15/09		Davenport, Melinda	R	Agency-Burt Shapiro	All Platform Journalist	Hritz			(323) 469-9452
034-09-1012	10/15/09		Morris, Walter	R	MediaLine	All Platform Journalist	Hritz			(202) 661-0124
034-09-1016	11/3/09		Knight, Greg	A	Operations Manager	All Platform Journalist	Hritz			(931) 314-2235
034-09-1017	11/3/09		Covert, Timon	R	Website	All Platform Journalist	Hritz			(303) 757-2992

4